BUILDING EMERGENCY PLAN FOR TA-00, BUILDINGS 1331 AND 1328

Purpose

This Meteorology and Air Quality Group (MAQ) procedure describes the building emergency plan for TA-00, Buildings 1331 and 1328, known as the MAQ group office and MAQ annex, respectively.

Scope

This procedure applies to all residents of buildings 1331 and 1328 in White Rock.

In this procedure

This procedure addresses the following major topics:

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Signatures

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General information about this procedure

Attachments
This procedure has the following attachments:

Number	Attachment Title	No. of pages
1	Building 1331 Description, Location, And Access	1
2	Building 1328 Description, Location, And Access	1

History of revision
This table lists the revision history and effective dates of this procedure.

Revision	Date	Description Of Changes
0	9/10/04	New document.
1	2/25/05	Revised to group procedure format.

Who requires training to this procedure?
The following personnel require training before implementing this procedure:
- All group members, including students, with offices in either building

Annual retraining is required and will be by self-study ("reading") training.

Training method
The training method for this procedure is "**self-study**" (reading) and is documented in accordance with the procedure for training (MAQ-024).

Definitions specific to this procedure
None.

References
The following documents are referenced in this procedure:
- MAQ-024, "Personnel Training"

Note
Actions specified within this procedure, unless preceded with "should" or "may," are to be considered mandatory guidance (i.e., "shall").

Preparation for emergencies

Location of sweep tags and exits

Know the location of the emergency exits – they are shown on the maps with the sweep tags. Go now and review these maps.

Group office: The three sweep tags for the three sweep zones are located on the partition walls in the main aisle that is parallel to the front of the room.

Annex: The building has only one sweep zone, along the central axis hallway. In lieu of sweep tags, each office space has been supplied with a building floorplan that also serves as a roster.

Location of fire extinguishers

Group office: There are two fire extinguishers in the main room:
- Just past men's restroom.
- Just past main entrance.

Annex: There is one fire extinguisher by the north door

Go now and look at these extinguishers so you can find them in an emergency.

Location of fire pull boxes

Group office: There are five fire pull boxes in the main room:
- In group front office, on wall between windows
- Next to rear exit door.
- In first cubicle to right of main entrance (currently Andrew Green's office), on wall.
- In office to left of kitchen (currently Steve Story's office), on exterior wall
- In cubicle before front emergency exit (currently Libby Jones' office), on wall between windows.

Annex: There are two file pull boxes, one next to each exit.

Go now and look at these locations so you can find them in an emergency.

Maintaining the roster

The **office administrator** maintains the roster (listed on the back of the sweep tag or building map) of employees in each sweep zone.

Handicapped employees

Employees with a permanent or temporary handicap that could hinder their timely evacuation will notify their supervisor. The supervisor notifies others who could assist the employee during any evacuation.

Evacuating and sweeping

If alarm, evacuate to muster area

Upon hearing any alarm (audible, visual, or vocal), immediately report to the muster area for your building:

Group office:
- at the Northwest of Building 1331 – in the parking lot near the Conoco Car Wash, facing State Route 4.

Annex:
- South of the building along the wooden fence (primary location).
- Along State Road 4, north of the Metzger's Mobil gas station (alternate). The alternate location is used only if the primary location is unsafe.

When evacuating

When evacuating the building please observe the following rules:
- Do not take drinks or food with you.
- Evacuate in a quiet and orderly manner.
- Be observant of visitors and assist them in evacuating the building.
- Do not re-enter the building or go back to your office for personal items.
- Be safe when crossing parking lots and roads on the way to the muster area.
- Report to a muster area for roll call.

Sweeping the area

The first person who feels comfortable doing so, *and if safe to do so*, takes a sweep tag and sweeps the zone indicated on the tag and the map. Notify those in the area of the nature and location of the hazard.

Handicapped employees and guests

The sweeper (person who removes the sweep zone tag) assists as possible any employees or guests having a handicap that would hinder their timely evacuation. If emergency responder assistance is required, the sweeper (and/or others who are aware of the needs of any handicapped employee) immediately notifies the evacuation coordinator and emergency responders so personnel and equipment can be requested immediately through the Incident Commander. Escorts assist visitors they are escorting.

Once at the muster area

- Follow instructions from your sweeper.
- Do not smoke, keep discussions to a minimum, assist if needed.
- **Do not re-enter the building until the all-clear signal is given by the Command Post.**

Evacuating and sweeping, continued

Duties for sweeper at muster area

The sweepers:
- Take roll call for their sweep zone once at the muster area.
- Document the people in your sweep zone that are **not accounted for.**
- Identify areas that have not been swept.
- Give the information to the other sweepers and the emergency responders.

Calling an alarm

Calling an alarm

Upon noticing any situation which is perceived to be capable of causing immediate harm to people, property, or the environment, anyone can and should:

- Pull the handle on a fire alarm pull box if immediate evacuation of the area seems necessary.
- Call **911** if emergency response personnel are needed.
- If a pull box alarm was pulled, call and tell **911** operator why alarm was pulled.
- If building was evacuated due to an automatic alarm, call and give 911 operator any information gathered during the sweep and evacuation (i.e., broken water pipe, toaster set off smoke detector, workers cut a power line, no visible sign of why alarm went off, etc.).

Suspicious packages and bomb threats

Do not use pull boxes for suspicious packages or bomb threats. Instead, dial 911.

- Review the Bomb Threat Call Checklist at **http://www.lanl.gov/internal/emergency/bombthreat.html**
- Evacuate the building.
- On any phone, call **911**.

Note: Preferably, call from an office phone. When calling from a cell phone, these calls are routed to Santa Fe or Albuquerque and then are forwarded to the LAPD 667-7080 Central Alarm Station, or PTLA (TA-64).

If none of these were done, call EM&R directly at 667-6211. EM&R will notify ESH-7 (Occurrence Investigation Group), designated Facility Manager, and the appropriate personnel required for response.

Spills

Report any spills or releases to the EM&R office at **667-6211** or after hours at **667-7080.** If fire or explosion potential exists, evacuate the building (see "Calling an alarm" block above).

Return to normal operations

Re-entry rules Re-entry is the first entry made after evacuation in order to perform mitigation or determine the area safe for building personnel to return. Only emergency response personnel may re-enter at the direction of the Incident Commander. This decision will be made in conjunction with the Facility Representative at the Incident Command Post and with all information available on building hazards, the incident, and safety considerations.

Returning to normal operations Return to normal operations is the point in an incident when the facility is turned back over from the Incident Commander to Facility Management. The **facility representative** participates in a face-to-face briefing with the Incident Commander to determine any recovery tasks that may still need to be accomplished as a result of the incident. If there are none, the facility may be reoccupied immediately. Otherwise, the responsible Facility Representative will direct personnel when to return.

Shelter in place

Principles of shelter in place

Shelter-in-place involves being able to close all exterior windows and doors and turning off all ventilation equipment that involves outside air. Depending on building configuration and operations, sheltering in place can be possible in a single area or in multiple areas within a building.

Location for shelter-in-place

The location of shelter-in-place for both buildings is the entire building.

Upon advisement to shelter-in-place, proceed to the designated shelter-in-place area designated by the Incident Commander, Facility Manager, or designee.

Turn off all ventilation at the thermostat units.

If needed, while in route to the shelter-in-place area, place a handkerchief or cloth over your mouth and nose to help prevent possible inhalation of contaminants.

Close and lock all windows and doors (locking may provide for a tighter seal).

Records resulting from this procedure

Records   There are no records generated as a result of this procedure.

[Click here to record "self-study" training to this procedure.](#)

BUILDING 1331 DESCRIPTION, LOCATION, AND ACCESS

INFORMATION FOR RESPONDERS

Location Building 1331 is located just off Rover Boulevard and State Road 4 in White Rock. Building 1331 has open access to one side (northeast) of the building. Building 1331 is accessible by vehicles on the Northeast and Southeast sides of the building.

Type of building Building 1331 is a one story building consisting of approximately 9,000 square feet (gross).

Entrances The building has 1 entrance and 3 exits.

Type of work performed The work performed in Building 1331 is administrative.

Lock cores The following cores are being used in exterior doors: HS-17, HS-19 and HS-20.

Tenants The tenants in Building 1331 include members of the Meteorology and Air Quality Group (ENV-MAQ) and URS Group subcontract employees.

Hazards Specific building hazards/Run Sheets are on file with EM&R.

BUILDING 1328 DESCRIPTION, LOCATION, AND ACCESS

INFORMATION FOR RESPONDERS

Location	Building 1328 ("MAQ annex") is located at 134 State Road 4 in White Rock, behind (south) of the Metzger's Mobil gas station & hardware store in White Rock.
Type of building	Building 1328 is a single-story transportable building that has been permanently set on the current location. The building consists of approximately 1680 square feet (gross). The building also has an external storage shed of approximately 80 square feet, located immediately north of the building. This shed is locked; access keys are maintained in building 1328, inside cabinets in rooms 101, 106, and 108. The building shares a common roofed courtyard with building 1329. Building 1329 has a separate Building Emergency Plan, as residents of that building are in different organizations. The address for Building 1329 is 132 State Road 4.
Entrances	The building has 2 entrances/exits. Building 1328 has open access to all sides of the building and is accessible by vehicle on all sides except the West. The only handicapped-accessible entrance/exit to Building 1328 is the primary door in the northwest corner of the building. Street-level access via ramp from this door is to the south.
Type of work performed	The work performed in Building 1328 is administrative.
Lock cores	The key core used in exterior doors is RRMAQ-1; the key core for interior (office) doors is RRMAQ-2.
Tenants	The tenants in Building 1328 are all members of the Meteorology and Air Quality Group (ENV-MAQ) and URS Group subcontract employees.
Hazards	Specific building hazards/Run Sheets are on file with EM&R.
Fire pull boxes	The building has two fire alarm pull boxes, located next to each entrance/exit. The building is equipped with smoke detector/fire alarms in each room. The pull boxes and detectors are connected to local fire dispatch. This building and building 1329 have a common fire control panel system; this panel is located in building 1329.